

ASSOCIATE CORPORATION COUNSEL

Reports To: Corporation Counsel

FLSA Status: Exempt

Grade: E5

Department: Legal

Summary: This is a senior-level legal position responsible for providing legal counsel and representation to the City, its departments, officials, and employees in a wide range of legal matters, including labor and employment law, collective bargaining, municipal law, litigation, code enforcement, and public policy. The ideal candidate will possess a minimum of seven (7) years' experience with a strong understanding of both civil and administrative law and be able to handle complex legal issues while ensuring compliance with all applicable laws and regulations.

Essential Functions: This list may not include all tasks and/or knowledge which may be expected of the employee, nor does it cover all specific duties which may be required. Other duties may be assigned.

- **Legal Counsel & Representation:**
 - Provide expert legal advice to city departments, officials, and agencies on a variety of matters, including municipal law, contracts, real estate, zoning, labor and employment law, public finance, and civil rights.
 - Represent the City in legal proceedings, including court appearances, hearings, arbitrations, and mediations.
 - Prepare legal opinions, memoranda, and other documents to advise city officials and departments on legal matters.
- **Labor and Employment Law:**
 - As part of the City's legal team, collaborate and provide legal advice on employment matters, including employee relations, discrimination, harassment, and workplace policies in a highly unionized environment.
 - Advise City officials on compliance with federal, state, and local labor laws, including the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), and Equal Employment Opportunity (EEO) requirements.
- **Negotiation of Collective Bargaining Agreements:**
 - Lead and assist in the negotiation of collective bargaining agreements between the City and labor unions representing City employees.
 - Collaborate with labor relations teams and management to develop negotiation strategies, ensuring fair and legally compliant agreements.
 - Provide counsel on the interpretation and enforcement of existing collective bargaining agreements.
 - Represent the City in grievance hearings and arbitration proceedings related to collective bargaining issues.
- **Employment Investigations:**
 - Lead and conduct internal investigations of employment-related issues, including allegations of discrimination, harassment, retaliation, and violations of City policies.
 - Prepare detailed investigative reports, providing recommendations for action based on findings.

- Advise City departments on the appropriate course of action following investigation outcomes, including disciplinary measures or corrective actions.
- **Code Violations & Payment Delinquencies:**
 - Represent the City in administrative and state court proceedings related to the prosecution of code violations, including zoning, building code, and safety violations.
 - Appear in court and administrative hearings to prosecute cases of non-compliance with City ordinances, including enforcement actions to remedy violations and secure compliance.
 - Handle cases of payment delinquencies, including unpaid taxes, fees, and fines, and represent the City in efforts to collect outstanding payments, including filing claims, initiating legal actions, and pursuing judgment enforcement.
 - Work closely with City departments to ensure effective enforcement of municipal code compliance and the collection of delinquent payments.
- **Drafting & Negotiation:**
 - Provide legal counsel to the City's Contract Manager and regarding the drafting, reviewing, and negotiation of City contracts.
 - Draft ordinances, resolutions, and other legal documents on behalf of the City.
 - Advise City officials on the legal implications of proposed legislation, contracts, and policies.
- **Public Policy & Advocacy:**
 - Advise on the legal implications of proposed public policies and initiatives.
 - Collaborate with other City departments, governmental agencies, and community organizations on legal and policy issues.
- **Boards, Commissions, and other Organizations.**
 - Serve as legal counsel for various boards and commissions.
 - speaks before various civic, professional and legislative groups.

General Skill Levels:

Considerable knowledge of the principles and procedures of civil, criminal and business law.

Considerable knowledge of the principle's methods, materials and practices of legal research and investigation.

Considerable knowledge of judicial procedure and rules of evidence.

Considerable knowledge of local ordinances, state and federal laws and constitutional provisions affecting municipal operations and thorough knowledge of City operations, policies and procedures.

Knowledge of current computer and/or electronic systems, techniques and requirements being utilized for specific applications in the department.

Ability to analyze, appraise and organize facts, evidence, and precedents and to present such material effectively in writing and verbally.

Ability to present and argue cases in court with skill in publicly speaking.

Ability to manage functions, resolve conflict and work harmoniously with department heads, officials, employees, outside professionals and the general public.

Ability to function with minimal direction and oversight, with a high degree of self-motivation.

Ability to handle confidential material on a routine basis in an atmosphere of loyalty and trust.

Ability to adapt to changing situations and priorities. Ability to maintain clerical records consistent with department procedures and retention schedule.

Education/Experience:

- Graduation from a recognized school of law with experience in labor and employment law, municipal law, and/or any equivalent combination of training and experience that would provide the above knowledge, abilities and skills.
- Strong knowledge of labor laws, with a particular focus on their application in highly unionized environments. Ability to interpret and apply collective bargaining agreements, grievance procedures, and compliance requirements while ensuring alignment with organizational policies and labor regulations.
- 7+ years' experience in labor and employment is preferred but will consider fewer years in lieu of other related experience or education.

Certificates and Licenses: Admission to the Bar of the State of Illinois required.

Physical Requirements/Working Conditions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Work is performed in an office environment. Work may require travel between work sites in town and occasionally to other locations for meetings.